

Seattle Fire Department Permit Application

Code 2504/2510

Assembly Occupancy

Including Open Flame Devices and Candles*

**Level II
Revised 01/2006**



*Does not include persons performing with fire. A separate temporary permit is required.

Permit Fees - **Check one**

<input type="checkbox"/> Occupant Load 1,000 to 2,999	\$402.00	Code: 2504.1
<input type="checkbox"/> Occupant Load 3,000-9,999	\$670.00	Code: 2504.2
<input type="checkbox"/> Occupant Load 10,000-19,999	\$1,174.00	Code: 2504.3
<input type="checkbox"/> Occupant Load \geq 20,000	\$1,564.00	Code: 2504.4

TO BE COMPLETED BY PERMIT APPLICANT (PLEASE PRINT)

FIRM NAME		
MAILING ADDRESS		SUITE
CITY	STATE	ZIP
OPERATION ADDRESS		
CONTACT PERSON		PHONE NUMBER ()
Please include a check made payable to the CITY OF SEATTLE with this application.		

Permit applications may be submitted in person weekdays from 8:00 a.m. to 4:30 p.m., or mailed to:

Seattle Fire Department
Fire Marshal's Office—Permits
220 Third Avenue South, Second Floor
Seattle, WA 98104-2608

Permit Processing: (206) 386-1025
www.seattle.gov/fire

TO BE COMPLETED BY INSPECTING ENGINE/LADDER COMPANY:

<input type="checkbox"/> Permit Conditions Approved		
Occupant Load (From CO) For the Room Requiring the Permit: <input type="checkbox"/> Check if no CO and write F6A to obtain valid copy of CO or apply to DPD for CO within one year. (Okay to approve application.)		
Inspected By:	C/P/O:	Date:
Station No.	Occ. No.:	
Special Permit Conditions: (continue on back if necessary)		

FMO OFFICE USE ONLY:

Date Received:	Receipt No.:	Check No.:
Expiration Date with Existing Permits:		Application ID#

☐ Cancel with full refund ☐ Cancel, no refund ☐ Moved ☐ No Longer Needs ☐ Out of Business

For completion by Seattle Fire Department only.
This temporary permit to remain posted until replaced with an annual permit.

Your
Seattle
Fire Department

TEMPORARY PERMIT



Occupant Load from CO _____

Permit Code No.: 2504 / 2509

Assembly Occupancy Including Open Flame Devices and Candles*

*Does not include persons performing with fire. A separate temporary permit is required.

Proof of Certificate of Occupancy (CO) is required. If no CO is present, within one year the permit holder must obtain a valid copy of the CO or make application to Department of Planning and Development to obtain the CO. Failure to make application may result in cancellation of this permit.

Firm Name: _____

Operation Address: _____

Special Permit Conditions: _____

Approved by: _____

C/P/O: _____

Date: _____

Occupant load is specific number from Certificate of Occupancy (CO).

This temporary permit is valid until issuance of an annual permit.

This permit must remain posted in a conspicuous location on the premises and is not transferable.

This temporary permit is not renewable. Final permit conditions may be different than those prescribed here.

PERMIT CONDITIONS ASSEMBLY OCCUPANCIES INCLUDES OPEN FLAME

The following permit conditions shall be adhered to all times in order for the permit to be valid.

1. A current Seattle Fire Department permit (Code 2501/2502/2504) is required for an assembly occupancy having an occupant load of 100 or more. (2003 SFC 105.6.35)
2. A current Seattle Fire Department permit is required to use open flames or candles in an assembly occupancy having an occupant load of 50 or more. (2003 SFC 308.3.7.1)
3. A separate Seattle Fire Department permit is required for use and handling of pyrotechnic special effects material. (2003 SFC 105.6.37)
4. A Certificate of Occupancy shall be posted in a conspicuous place on the premises and shall not be removed except by the building official. If the Certificate of Occupancy (CO) is unavailable the permit holder must obtain a valid copy of the CO or show proof of application within one year to the Department of Planning and Design to obtain the Certificate of Occupancy. Failure to obtain a copy of the CO or make application may result in cancellation of this permit (2003 SFC 102.8, 2003 SBC 110.1)

PERMIT CONDITIONS CONTINUED

5. Every room or space that is an assembly shall have the occupant load of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space. (2003 SFC 1004.3)
6. At no time shall the number of persons in a building or portion thereof exceed the occupant load specified on the Certificate of Occupancy issued by the Department of Planning and Design. In the absence of a Certificate of Occupancy, the occupant load may be determined by the Fire Code Official. (2003 SFC 1004, 2003 SBC 1004)
7. Fire drills shall be conducted for all employees on a quarterly basis. (2003 SFC 405.2)
8. Furnishings, decorations or other objects shall not be placed so as to obstruct exits, access thereto, egress therefrom, or visibility thereof. Hangings and draperies shall not be placed over exit doors or otherwise be located to conceal or obstruct an exit. Mirrors shall not be placed on exit doors. Mirrors shall not be placed in or adjacent to any exit in such manner as to confuse the directions of exit. (2003 SFC 1027.4)
9. The means of egress, including the exit discharge, shall be illuminated at all times the building space served by the means of egress is occupied. (2003 SFC 1006.2)
Exception: Aisle accessways.
10. An exit shall not be used for any purpose that interferes with its function as a means of egress. (2003 SFC 1017.1)
11. Egress doors shall be readily openable from the egress side without the use of key or special knowledge or effort. (2003 SFC 1008.1.8)
12. Buildings with an assembly occupancy having an occupant load of 300 or less, and all churches, are permitted to have the main exterior door, or doors, equipped with key-operated locking devices from the egress side provided:
 - A. The locking device is readily distinguishable as locked.
 - B. A readily visible durable sign is posted on the egress side on or adjacent to the door stating "THIS DOOR TO REMAIN UNLOCKED DURING BUSINEES HOURS". The sign shall be in letters 1 inch (25 mm) high on a contrasting background. (2003 SFC 1008.1.8.3)
13. Fire appliances shall be kept in proper working condition. Extinguishers and hose and similar appliances shall be visible and accessible at all times. (2003 SFC 901.6)
14. A separate temporary permit from the Seattle Fire Department Special Events Section is required to introduce any flammable or combustible material into a place of assembly or alter the existing configuration (e.g. exiting) in any manner. (2003 SFC 105.1.1)
15. Sound proofing materials shall meet flame-spread requirements. Required documentation to remain on file and available for inspection. (2003 SFC 806.2, 2003 SBC 719 & 803)
16. Curtains, draperies, hangings and other decorative materials suspended from walls or ceilings shall be flame resistant in accordance with Section 805.2 and NFPA 701 or be noncombustible. (2003 SFC 805.1)
17. Where required to be flame resistant, decorative materials shall be tested by an approved agency and pass Test 1, as described in NFPA 701 or such materials shall be noncombustible. Reports of test results shall be prepared in accordance with NFPA 701 and furnished to the fire core official upon request. (2003 SFC 805.2)
18. Places of assembly shall be under the constant supervision of a competent adult on the premises during the time that the premises are open to the public. (2003 SFC 102.8)

OPEN FLAME DEVICES AND CANDLES

NOTE: Nothing in the Fire Code shall prevent participants in religious ceremonies from carrying hand-held candles (Ref RCW 19.27.030(3)). It is the objective of the Fire Code to prevent the risk of injury arising from the use of hand-held candles in places of public assembly by children age 12 or under. A competent adult shall remain within 15 feet of the child, at all times, unless an alternate safety standard, proposed by the person requesting the permit is approved by the fire code official. (2003 SFC 308.3.5)

FLAMING FOOD AND BEVERAGE PREPARATION

1. Flammable liquids may be used in the preparation of flaming foods and beverages only when dispensed from one of the following:
 1. A 1-ounce container, or
 2. A container not to exceeding one-quart capacity with a controlled pouring device that will limit the flow to a 1-ounce serving. (2003 SFC 308.6.1)
2. Flaming foods or beverages shall be prepared only in the immediate vicinity of the table being served. They shall not be transported or carried while burning. (2003 SFC 308.6.4)
3. The person preparing the flaming foods or beverages shall have a wet cloth towel immediately available for use in smothering the flames in the event of an emergency. (2003 SFC 308.6.5)
4. The serving of flaming foods or beverages shall be done in a safe manner and shall not create high flames. The pouring, ladling, or spooning of liquids is restricted to a maximum height of 8 inches above the receiving receptacle (2003 SFC 308.6.3)
5. Containers shall be secured to prevent spillage when not in use. (2003 SFC 308.6.2)

CANDLES AND OTHER OPEN-FLAME DECORATIVE LIGHTING

6. Class I flammable and II combustible liquids and liquefied petroleum gases shall not be used. (2003 SFC 308.3.2)
7. Liquid or solid-fueled lighting devices containing more than 8 ounces must self-extinguish and not leak fuel at a rate of more than 0.25 teaspoon per minute if tipped over. (2003 SFC 308.3.2)
Note: If there is a question whether the device meets this requirement, take the device to a safe location and conduct a field test.
8. The devices or holder shall be constructed to prevent the spilling of liquid fuel or wax at the rate of more than ¼ (0.25) teaspoon per minute when the device or holder is not in the upright position. 2003 SFC 308.3.2)
Note: If there is a question whether the device meets this requirement, take the device to a safe location and conduct a field test.
9. The device or holder shall be designed so that it will return to the upright position after being tilted to an angle of 45 degrees from vertical. (2003 SFC 308.3.2)
Exception: Devices that self-extinguish if tipped over and that do not spill fuel or wax at a rate of more than a 0.25 teaspoon per minute if tipped over.
10. The flame shall be enclosed, except as follows:
 - a. Openings on the sides shall not be more than 0.375 inch in diameter.
 - b. Openings on the top, and the distance to the top, are such that a piece of tissue paper placed on the top will not ignite in 10 seconds. (2003 SFC 308.3.2)
11. Chimneys shall be made of non-combustible materials. Such chimneys shall be securely attached to the open-flame device. Exception: The chimney is not required be attached to any open-flame device that will self-extinguish if the device is tipped over. (2003 SFC 308.3.2)
12. Fuel canisters must be safely sealed for storage. (2003 SFC 308.3.2)
13. Storage and handling of combustible liquid shall be in accordance with Chapter 34 of the SFC. (2003 SFC 308.3.2)
14. Shades, if used, shall be made out of non-combustible materials and securely attached to the open-flame device holder or chimney. (2003 SFC 308.3.2)
15. Candelabras with flame-lighted candles shall be securely fastened in place to prevent overturning and located away from occupants using the area and away from possible contact with drapes, curtains, or other combustible. (2003 SFD 308.3.2)